

RESOLUTION NO. 2000-85

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING
CLASSIFICATION CHANGES IN THE POLICE DEPARTMENT, AND FURTHER
APPROVING NEW CLASS SPECIFICATIONS AND SALARY RANGES FOR
DISPATCH SUPERVISOR AND POLICE RECORDS CLERK SUPERVISOR

WHEREAS, a committee comprising of several Police Lieutenants and Sergeants was formed to gather input from police personnel regarding reorganization options; and

WHEREAS, after review of that information, the following changes are recommended:

- 1) Reallocate one (1) Lieutenant position to Police Sergeant; and
- 2) Reallocate one (1) Police Officer position to Police Corporal; and
- 3) Reallocate two (2) Community Service Officer positions to Dispatcher/Jailer; and
- 4) Reallocate two (2) Lead Dispatcher/Jailer positions to Dispatch Supervisor, approve a new class specification as shown on Exhibit A attached, and salary range for Dispatcher Supervisor as shown below, and placing this position in the Lodi Police Dispatchers Association Unit:

A	B	C	D	E
\$3,115.22	\$3,270.98	\$3,434.53	\$3,606.25	\$3,786.57

- 5) Reallocate one (1) Police Records Clerk III to Police Records Clerk Supervisor, approve a new class specification as shown on Exhibit B attached, and salary range for Police Records Clerk Supervisor as shown below, and placing this position in the General Services Unit:

A	B	C	D	E
\$2,244.72	\$2,356.95	\$2,474.80	\$2,598.54	\$2,728.47

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby approves and authorizes the reorganization changes of the Lodi Police Department and salary ranges as recommended above.

Dated: May 17, 2000


I hereby certify that Resolution No. 2000-85 was passed and adopted by the City Council of the City of Lodi in a regular meeting held May 17, 2000, by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino
and Mann (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


JACQUELINE L. TAYLOR
Interim City Clerk

2000-85

CITY OF LODI

May 17, 2000

DISPATCH SUPERVISOR

DEFINITION

Under general direction, supervises activities of assigned Dispatcher/Jailers. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level of the Dispatcher/Jailer series. This class is distinguished from the Lead Dispatcher/Jailer by the level of difficulty, complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures.

SUPERVISION EXERCISED AND RECEIVED

This position provides direct and indirect supervision over Lead Dispatcher/Jailers and Dispatcher/Jailers. Reports directly to a Police Lieutenant and receives direction from the Police Captain responsible for the division.

EXAMPLES OF DUTIES

- • Assigns, trains, schedule, monitors and evaluates work of Lead Dispatcher/Jailers and Dispatcher/Jailers;
- Interviews and tests applicants; recommends hires;
- Assists in training new Dispatcher/Jailers;
- Conducts Internal Affairs Investigations and recommends and administers appropriate discipline;
- Conducts trace inspections to ensure compliance with department policies and procedures;
- Prepares tape recordings, and/or testifies in court as required;
- Assists Dispatcher/Jailers in handling difficult situations and overload;
- Receives and handles Dispatch complaints and emergency reports;
- Recommends policy and procedural changes to support efficiency;
- Oversees equipment repair;
- Prepares inventories and maintains supplies for Dispatch Center and Jail;
- Updates manuals, reference materials and Computer Aided Dispatch (CAD) system;
- Assist in preparing the Dispatch unit operating budget;
- Writes supplemental reports;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operation of communication equipment, computers, and peripheral equipment including related software;
- Interrelationship of local and statewide telecommunications system;
- Recent technology in law enforcement communications;
- State and local jail regulations pertaining to prisoner admittance, supervision and release;
- Policies and procedures of dispatch/jail operations and relevant departmental policies and procedures;
- First Aid and CPR procedures;
- Principles and practices of supervision, training and performance appraisal.

Ability to:

- Respond to incoming calls and dispatch appropriately;
- React quickly, calmly and exercise good judgment in coordinating dispatching operations during emergency situations;
- Speak clearly and concisely with good modulation;
- Effectively communicate and deal with agitated or emotionally distraught citizens to elicit necessary information;
- Admit and supervise prisoners including physically escort, direct or restrain and control combative prisoners by use of proper restraint techniques and handcuffing procedures;
- Exercise judgement, tact and common sense in resolving difficulties and problems in the dispatch center and jail;
- Set priorities and perform numerous tasks simultaneously;
- Analyze operations and assess subordinate personnel assignments;
- Identify performance deficiencies, recognize proficient or exceptional performance, and prepare concise written evaluations for Dispatcher/Jailers;
- Formulate and implement general orders, policies and procedures;
- Write effectively for the completion of reports, evaluations, and other documents;
- Support policies and procedures of the Lodi Police Department toward the accomplishment of departmental goals and objectives;
- Establish and maintain effective working relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

- Any combination equivalent to education and experience that would likely produce the required knowledge and abilities. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Two years of experience performing duties equivalent to the Dispatcher/Jailer in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.

CITY OF LODI

May 17, 2000

POLICE RECORDS CLERK SUPERVISOR**DEFINITION**

Under general direction, performs the most complex and responsible Police Records clerical duties. Provides training and supervises activities of assigned Records Clerks. Performs related responsibilities as required.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level of the Police Records Clerk series. This class is distinguished by the level of difficulty and complexity of work performed and supervisory responsibilities. Positions in this class require frequent use of a high degree of independent judgement in making decisions in accordance with established rules and procedures.

SUPERVISION EXERCISED AND RECEIVED

This position provides direct and indirect supervision over Record Clerks II/I. Reports directly to a Police Lieutenant and receives direction from the Police Captain responsible for the division.

EXAMPLES OF DUTIES

- Audits law enforcement-related data and statistical reports, verifies information against written reports, and makes corrections;
- Advises other staff within area of expertise on matters such as equipment and system operation, data coding, document processing, release of records, purges, and other activities;
- Researches data and records and prepares special reports, bulletins, and other information;
- Responds to inquiries regarding specialized areas of departmental operations, regulations, policies, and judicial procedures;
- Receives and handles Records complaints and recommends disciplinary action;
- Provides training to sworn and non-sworn staff on specialized procedures, required documents and computer operation;
- Assist in preparing the Records Unit operating budget;
- Enters data, codes and recodes crimes for reporting using national hierarchical coding system;
- Researches and adds missing data from crime reports when available;

EXAMPLES OF DUTIES (cont.)

- Types more complex or sensitive documents such as criminal investigation reports, search warrants, subpoenas, and related materials;
- Coordinates with other agencies on special activities such as extradition paperwork;
- Maintains specialized records, logs, and manuals;
- Composes correspondence regarding assigned area of activity;
- May provide secretarial services to a major division head;
- May function as acting supervisor of a clerical function in the absence of the regular supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

- Systems and procedures for processing, maintenance, retrieval and release of police records;
- Applicable laws, codes, regulations, and policies;
- Basic operating principles, equipment and systems used in automated law enforcement recordkeeping;
- Functions and authorities of the department and other criminal justice agencies;
- Office methods and procedures; filing and recordkeeping;
- Operation of personal computer, related software, peripheral equipment, and standard office equipment;
- English grammar, spelling and punctuation.

Ability to:

- Instruct and train others in procedures, operations, and document processing;
- Interpret and apply complex rules and regulations to requests for confidential and public law enforcement related information;
- Prioritize work and coordinate several activities simultaneously;
- Operate standard and specialized office equipment including computer terminals and teletypes;
- Organize and maintain complex files and records;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Type accurately at a speed necessary for adequate job performance;
- Assign, supervise, train and evaluate the work of subordinate personnel.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to education and experience that would likely produce the required knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school and an accredited course in law enforcement records management.

Experience:

- Two years of experience performing duties equivalent to Police Records Clerk II in the City of Lodi.

LICENSES AND CERTIFICATES:

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.